Transition Career Exploration Workshop (TCEW)

FACILITATOR MANUAL

**Table of Contents**

 **Pages**

**Introduction vi - xxii**

Introduction to the Transition Career Exploration Workshop (TCEW) vi

Goals and Objectives for the TCEW vii – viii

High School Student Transition Referral Form ix

Employment Readiness Scale (ERS) Overview and Model x – xi

About World of Work Inventory (WOWi) and Measures xii – xiii

List of Mostly Free Resources xiv – xv

Common Core Standards for College and Career Readiness xvi - xviii

List of Supplies/Materials Needed for TCEW Games xix

Sample Curriculum Outline for 17 weeks xx

Sample Curriculum Outline for 33 weeks xxi

Sample Curriculum Outline for five 3-hour modules xxii

**PART 1 – (S) Self-Exploration 1 – 162**

**Module 1** (1 Session)

Welcome/ Introduction - Workshop Goal 1

 Name Game (facilitator manual only); Thinking About Work 2 – 3

 Housekeeping/ Confidentiality/ Expectations 4 – 7

Parking Lot/Notes 8

**Module 2** (1 Session)

Icons 9

What is Vocational Rehabilitation? 10

**Module 3** (1 Session)

Career Decision-Making – SODA Process 11 – 17

**Module 4** (1 Session)

Introducing the Employment Readiness Scale (ERS) 18 - 19

ERS Vocabulary Memory Match Game 20

Employment Readiness Scale Overview 21 - 32

Mapping Me Exercise - USA and Maine (handouts included) 33 - 36

**Module 5** (2 Sessions)

How do I Learn Best 37 - 41

Learning Styles 42

Fly Swatter Game 43

What is my Learning Style? (Barsch Learning Style Inventory) 44 – 52

Making the Best Use of My Learning Style; Games 53 - 54

**Transition CEW Facilitator Manual Table of Contents – continued**

**Module 6** (2 Sessions)

Strengths Chain Game 55

How do I know What My Values, Interests and Strengths are? 56

Coat of Arms Exercise (in both manual and workbook) 57

World of Work Inventory (WOWi) – General Overview 58 - 61

Understanding Abilities and **Aptitudes** 62 - 69

**Module 7** (2 Sessions)

Job Satisfaction Indicators (JSI) – Work **Values**  70 - 86

**Module 8** (3 Sessions)

World of Work Inventory – **Interests**  87 - 101

**Module 9** (2 Sessions)

What Skills Have I Already Learned? 102 - 121

**Module 10** (2 Sessions)

Story Circle Activity; You Already Have Skills 122 - 124

**Module 11** (3 Sessions)

Acknowledging Disabilities Activity 125 - 129

Matching Name Game (only in Facilitator manual) 130 - 144

What is Disclosure? 145 - 150

Accommodations 151 - 159

Bingo Game (In Facilitator Manual) 160

Self-Reflection 161

Putting “S” and “O” together 162

**PART 2 – (O) Exploring Occupations 163 - 203**

**Module 12** (3 Sessions)

Introduction to Exploring Occupations 163 - 169

Where do I find occupational information? 170 - 178

Where Do I Find All the Different Kinds of Information 179 - 180

Jenga Game 181

**Module 13** (3 Sessions)

6 Steps for Informational Interviewing/Networking 182 - 192

**Module 14** (3 Sessions)

Job Shadowing (Preparation, Limitations, & Follow Up) 193 - 197

Volunteer, Community and Unpaid Work 198

Is this what I really want to do? 199

Social Networking 200 - 202

**Module 15** (1 Session)

Employer Expectations – Discussion Activity 203

**Transition CEW Facilitator Manual Table of Contents – continued**

**PART 3 – (D) Decide & Develop a Plan 204 - 216**

**Module 16** (2 Sessions)

Decide & Develop a Plan 204 - 206

Developing an Individualized Plan for Employment (IPE) 207 - 214

What is an IEP? The Individual Education Plan 215 - 216

**PART 4 – (A) Acting on Your Plan** **217 - 225**

**Module 17** (1 Session)

Job Search Strategies & Tools 218 - 219

* Your Personal Assessment Inventory
* Parts of a Resume with vocabulary
* Ten Most Common Resume Writing Mistakes
* Cover Letter Outline

Interviewing for a Job 220 - 221

Steps toward Training or Education 222

Job-pardy Game 223 – 224

**Module 18** (1 Session)

Adjournment- Closing the Group 225

**Appendix A –**

Career Center Locations

**Appendix B –**

 Transition VR Orientation PowerPoint